

***Iowa Council for Early ACCESS
Executive Committee Meeting Minutes, August 21, 2013***

I. Call to order

Heather Moorman, ICEA chair, called the meeting of the Early ACCESS Executive Committee meeting to order at 1:33 p.m. on August 21, 2013, at the Grimes State Office Bldg, 400 E 14th St., Room 3 North in Des Moines, IA.

II. Attendance

Council Members Present: Heather Moorman (cc), LauraBelle Sherman-Proehl, Kasey Vermillion (cc), Barbara Khal (filling in for Debra Waldron) (cc), Maria Cashman (cc), Paula Connolly

Staff Present: Kate Small, Rae Miller, Meghan Wolfe, Jim Donohue

Absent/Excused: Chad Dahm, Cindy Weigel, Gretchen Hageman

III. Approval of minutes from last meeting

Correction of minutes were noted to move Rae Miller's name (from Section II. Attendance) from council member present to staff present.

LauraBelle motioned to approve the minutes; Kasey seconded. Approved unanimously.

IV. Lead Agency update

LauraBelle Sherman-Proehl, designee to represent the Department of Education as Lead Agency, reported the following updates:

- Several staff traveled to the OSEP conference. Heather and Kasey joined as chair and co-chair of ICEA. Maria Cashman was able to join as well; she represented the Directors of Special Education (Early ACCESS Regional Grantees).
- At the OSEP conference, all states learned more about the new indicator to be added to the State Performance Plan; the council will provide input.
- New Director of Education will begin August 30, 2013.
- The Early ACCESS Memorandum of Agreement (MOA) has been signed by all Signatory Agencies.

Barbara Khal, designee to represent Child Health Specialty Clinics (CHSC), reported the following updates:

- Iowa's Title V Block Grant review was conducted on August 15 in Kansas City. One item reported by the Region VII officers was that the national survey of children with special health care needs will likely be conducted more often than the current schedule of every five years. Title V children and youth with special health care needs programs often use data from the national survey to track national performance measures. More frequent data will be useful for program planning.
- The Expert Panel of the Regional Autism Assistance Program (RAP) had its first meeting on July 31 in Des Moines. The Panel's first task is providing feedback to the Department of Human Services to create administrative rules to enact the new Autism Support Fund. The minutes will be posted online.

- CHSC has renewed its contract with the Department of Education for the Regional Autism Assistance Program as authorized by Iowa Code 256.35. The Scope of Services in this year's contract emphasizes interagency collaboration to create a system of care for children and families with ASD. One of the activities specified in the contract is to conduct a statewide needs assessment. A team of four student researchers modeled interview questions after the Title V index and is completing Phase 2 of the interviews between July and September 2013. Barb suggested that Dr. Waldron share results of the needs assessment at a future ICEA meeting once all results are compiled and the report has been released by the Department of Education.
- CHSC and the UI Center for Child Health Improvement and Innovation will also be working via a contract with the Iowa Department of Public Health to develop metrics to evaluate success of the 1st Five activities.

Meghan:

- Iowa had a positive review for the Title V block grant last week in Kansas City. Iowa has taken a good first step partnering with home visitation by issuing a joint RFP for the Early ACCESS (EA)/Maternal, Infant, Early Childhood Home Visitation (MIECHV).
- In mid July, IDPH awarded the EA/MIECHV Coordinated Intake and Referral System RFP to Visiting Nurse Services (VNS) will have 6 months to plan how to expand and develop a website for the Iowa Family Support Network. Early ACCESS will be included in the Iowa Family Support Network website.
- The purpose of the Coordinated Intake System is to have phone operators trained to complete an intake and identify caller concerns and questions. These operators, i.e. Information and Referral Specialists if appropriate might complete an Ages and Stages Questionnaire. Callers are then "triaged" to the right resource(s)- might need both Early ACCESS and home visitation or group based parent education. Follow up will be completed by Coordinated Intake with family or referral source to determine outcome of referral(s) made. IDPH and VNS are in process of gathering information in preparation for expansion. Early ACCESS system will see no change at this time in work completed by VNS for Early ACCESS Central Directory. MIECHV program has reported the EA/MIECHV Coordinated Intake project has gotten the attention of national folks and states are interested in this project..
- Early ACCESS has a new logo, see agenda heading.
- 1st Five program through IDPH was given additional funding this past legislative session. Addition funds will be used to expand locations and areas served, but not enough funding to go statewide. Existing sites can apply for continued funding and additional Title V agencies can apply for Community planning RFP to be posted.
- Julie McMahon, IDPH Division Director, is retiring September 20.

V. Medicaid update

- Jim Donohue presented and provided a handout emailed previously.
- Iowa Braille, working to be approved as a Part C Medicaid provider. Should be approved soon and moving forward. Jim prepared plan with the Directors and presented to the staff on Friday. In the next month they will be identifying which children will qualify.
- AEAs selected a new Medicaid billing vendor who will be starting soon, once all contract signatures from the AEA boards are obtained. Directors will be meeting with the billing agent August 23, and will start the rollout of the training.

- The Service Coordinator/Services Billable matrix is pending at this time.

VI. Informal Systems

No known concerns.

VII. Planning Orientation Meeting

- Orientation – will be September 13. 9:00-11:00 for new members. The council meeting will be from 11:00-3:00.
- Basic Agenda Outline:
 - IFSP brief review (if time allows)
 - Brief review of bylaws
 - Mentor/Mentee will try to sit beside each other at the meetings.
 - Mentor's role is to help new member better understand their role and the reason they are at the meetings.
 - What does it mean to be an advisor/mentor?
 - Why were you selected? Examples of what I feel like when I come into this council.
 - We will try to pair people in similar areas.
- Power point of Early ACCESS and Agency overview.
- Provide information for members who aren't elected members (what is in the binder that they don't receive)

VIII. Planning September Full Meeting

- Full meeting starts at 11:00.
- Kate will ask Brenda Best to present a Family Story.
 - Kasey is also a part of a group of people with Heart problems; they would be a good source to share experiences with Early ACCESS
- Need to vote on the slate of officers
 - President, vice chair, member at large, and parent.
- APR/SSIP: New Indicator overview information that each State will need to determine in the annual report to the Federal office, OSEP.
- Part C Finance-table agenda item
 - Executive committee needs to review this agenda item first before it goes to the council; needs approval of lead agency. Suggest further work and study before finance topic presented as an agenda item. Begin with providing awareness information.
- Committee Selection
 - Talk about the different committees and what they do before we break for lunch. Go through what we have in the binder. Members will select committee they want to be on at lunch.
- Update from parents who attended the OSEP (Office of Special Education Programs) meeting in D.C., or a session that you sat in on.
- Coordinated Intake- Also part of IDPH update. How is this going to impact the different partners/agencies.

- Executive committee should talk about what we hope to achieve over the course of the year. Need to get membership participation where they feel valued. It was suggested to have small group discussions with the question, “What areas would they want to focus on for the year?” Everyone has different passions and purpose for being on the council. The state work group could discuss suggestions to engage members in meeting activities.

IX. Sharing

The next meeting, ask Debra Waldron to share the results of the autism needs assessment.

A master calendar will be emailed to everyone regarding the council and other Early ACCESS meetings.

X. Meeting Adjourned

Heather Moorman adjourned the meeting at 2:45 pm.

A motion to adjourn was made by LauraBelle; seconded by Kasey. Approved unanimously.

Respectfully submitted by Kate Small, 8/21/13.